

SOUTHOE & MIDLOE PARISH COUNCIL

MINUTES of the PARISH COUNCIL MEETING

Held on WEDNESDAY 7 Sep 2016
In SOUTHOE VILLAGE HALL at 7.30pm

Present Dick Saw (**DS**) Vice - Chairman, A. Marnes (**AM**), Mrs Sharon Mitchell (**SM**) and Andrew Kiley (**AK**).
Ms R. Mimiene (**RM**) Parish Clerk
Also present: 3 members of the public.

There is 1 Councillor Vacancy

2016/17

09/81 To Receive Apologies and Reasons for Non Attendance

09/81.1 PC Cllrs **SP** and **ID** and HDC Cllr **TH** (Terry Hayward) sent apologies for absence.

09/82 Declarations of Interest for Members (Disclosable Pecuniary Interests)

09/82.1 There were no declarations of interests.

Meeting was closed for the following item

09/83 Open Forum – For all members of the public and press present including District and County Councillors.

09/83.1 HDC Cllr **TH** sent a report on his absence. HDC Cllr **TH** reported that he has called a meeting of the A1 Safety Advisory Group on Wednesday 28th September.

09/83.2 As HDC Cllr **TH** previously mentioned he is proposing a motion to full HDC Meeting in October concerning the need to prioritize the removal of the Rail Main Line level crossing between Buckden and The Offords.

09/83.3 Cllr **TH** inspected the footpath leading from Rectory Lane back to the other end of the village with PC Cllr **ID**. HDC Cllr **TH** found that there was approximately 10 yards which was difficult to walk because it had been ploughed too close to the adjoining hedge. He admitted that at this time of the year this is often a problem throughout the county. The other main problem here, again as in many areas, is the fact the crop falls across the footpath making access very difficult. Whilst the management of footpaths is a CCC responsibility CCC no longer have a dedicated Footpath Officer. HDC Cllr **TH** suggested to Cllr **ID** that the best way to solve the current problem and to avoid problems in the future is to have your footpath co-ordinator have a word with the farmer concerned. HDC Cllr **TH** has raised the question of the ongoing ability of the CCC to meet its statutory responsibilities concerning ROW and will be pressing for some solutions at Autumn Council meetings.

09/83.4 As already reported HDC Cllr **TH** has had a first meeting of the OVW management WG and he was elected a Chairman. At that meeting the CCC agreed that they had a responsibility to maintain the OVW. PC was provided with a copy of Minutes.

09/83.5 Parishioner expressed concerns re: about 2 inches long nails found all the way along in Lees Lane. Villagers picked up some but there were quite a lot and that has happened several times now.

9/84 To note 1 Councillor vacancy

09/84.1 Noted.

09/85 To Receive and Approve the Minutes of the Parish Council Meeting 6 Jul 16

09/85.1 Proposed by Councillor **AK**, seconded by Councillor **SM**, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.

09/86 Matters arising from those Minutes

09/86.1 All matters are going to be covered under the Agenda items.

09/86.2 07/65.1: Clerk purchased a card for Members to sign as agreed at the last meeting, saying thank you to Canon Annette Reed, Rector of Southoe Church for the help provided at the last PC meeting in July 16 re: burial queries and documentation.

09/87 Planning

Nothing to report.

09/88 Finance

09/88.1 Bank balances as at 31 Jul 16: Current a/c £8,915.03 and Business a/c £28,682.57.

09/88.2 Cashbook and Bank Reconciliation statement up to 31 Jul 16 presented to members prior to the meeting and noted at the meeting.

09/88.3 Note Income Received 1 Jun to 31 Jul 16: Bank interest £1.34, £1,049.65 VAT Refund and £150.00 Burials.

Signed for and on behalf of Southoe & Midloe Parish Council.....

Mike S.
CHAIRMAN

- 09/88.4 Quarterly Finance Report on Income and Expenditure against the Budget report presented to members prior to the meeting and noted at the meeting.
- 09/88.5 07/69.4: Cllr **AM** brought a copy of Bank Mandate for Cllr AK for PC files.
- 09/88.6 Payments already raised and approved in Jul and Aug 16 (between PC Meetings, for services which were budgeted for):

Date	Cheque No.	Payee and Description	Amount
14 Jul 16	932	One year web hosting – 1 Jun 2016 to 31 May 2017 re: www.southoe-middloe.org.uk	£50.00
3 Aug 16	934	Cllr I Davies re: playground maintenance – agreed at last meeting and duly paid	£285.10
Total Jul & Aug 16 Payments:			£335.10

- 09/88.7 Clerk circulated email re: the Invoice for Clerk's laptop software - Window's 7 re-installed, updated and files saved. Brampton PC paid full Invoice and is now asking for the contribution of £43.75 towards Clerk's lap top repairs. Full amount was £175.00 which was split in equal parts between Brampton PC, Catworth PC, Southoe & Midloe (this lap top is for the use of these Councils) and the Clerk paid the equal proportion too.
- 09/88.7.1 Proposed by Cllr **AM**, seconded by **SM**, all in favour and it was RESOLVED that a contribution of £43.75 to be paid to Brampton PC towards Clerk's lap top software repairs.
- 09/88.8 Clerk noted that 2 chqs are now received re: Late Maud Manthei, transfer of Burial Rights for £60.00 and Interment fee £90.00.
- 09/88.9 Chairman **SP** found a Chq book which had a chq No 929 raised at July's PC meeting to contractor Mr Holdaway for grass cutting. Payment to Mr Holdaway has now been posted. Chq raised to Mr Holdaway in Jul 16 for £480.00 for Jun & Jul 16 x 4 cuts. Actual Invoices (Invoice No 7 for Jun £240.00 and Invoice No 26 for Jul 16 for £350 (includes cutting & clearing the hedges as agreed)) add up to £590.00. PC still to pay £110.00 difference. Members agreed to pay Mr Holdway the difference of £110.00.
- 09/88.9.1 Proposed by Cllr **AM**, seconded by Cllr **SM**, all in favour and it was RESOLVED that the difference of £110.00 to be paid tonight.
- 09/88.10 Expenditure for approval 7 Sep 16:

Date	Cheque No.	Payee and Description	Amount
7 Sep 16	935	Came & Company Local Council Insurance 2016/17 – agreed by Chairman and cheque drawn for approval at meeting	£743.04
7 Sep 16	936	Clerk wages and expenses on running cost of the Council Aug 16	£211.55
7 Sep 16	937	Savills: amenities rent 29/09/2016 – 24/03/2017	£379.18
7 Sep 16	938	St Leonard Church - Contribution towards the premium for 2016 – Yet to be approved	£750.00
PAYMENTS AGREED TO BE MADE BY FULL COUNCIL AT THE MEETING 7 Sep 16:			
7 Sep 16	939	RJ Holdaway, grass cutting/maintenance Churchyard, please see Minute 09/88.9 above.	£110.00
7 Sep 16	940	Contribution to Brampton PC towards the payment for the software for Clerk's lap top, Minute 09/88.7.	£43.75
Total Sep 16 Payments:			£2,237.52

- 09/88.11 Proposed by Cllr **AM**, seconded by Cllr **SM**, all in favour and it was RESOLVED that all items listed in 09/88.10 are to be paid.
- 09/88.12 Clerk noted that Aug 16 wages do not include hourly increase of 1%, back dated pay of £6.34 1 Apr 16 to Jun 16 as agreed at Jul 16 PC Meeting, and does not include July expenses of £9.14. Chairman **SP** is in the process of sorting this out.
- 09/88.13 DD for Village Hall Electricity noted by members (please see Cashbook).
- 09/88.14 Cllr **AM** reported that PC Reserves are planned to be used for car park to finish planning obligations and CCTV.
- 09/88.15 Clerk to email members Transparency Funding application form and supporting paperwork. Clerk found out that even if PC is not a member of CAPALC/NALC, PC can still apply for the funding available.
Note since meeting: document circulated.

- 09/89** **To Sign Policy Documents which were Approved but not signed at the last Meeting**
- 09/89.1 In process. Documents are with Cllr **SP**. Cllr **DS** suggested to aim to do at the next meeting.

Signed for and on behalf of Southoe & Midloe Parish Council.....*David J. S.*.....2016

CHAIRMAN

- 09/90 To Approve Amended Councillor Portfolio Responsibilities as agreed at the last PC meeting in July 16**
- 09/90.1 Further amendments to be made. Review at the next PC meeting. Cllrs **AM**, **SP** and **DS** to meet and sort out the burial records and amend the Councillor/Clerk responsibilities accordingly.
- 09/91 Village Security & Policing Matters, including CCTV update**
- 09/91.1 Parking in the village is an issue. Cars are parked on the pavements, both sides of the road blocking larger vehicle's access (last week a Fire Engine could not get through). Parishioners need to report to the police. PC agreed to write a letter to all residents. Cllr **SM** to identify where the problems are and draft a letter which will go through every household door. Councillors will deliver by hand.
- 09/91.2 Cllr **DS** reported that a meeting is set on site with SS Systems re: CCTV camera installation on the Church, Cllrs **DS**, **AM** and **SM** agreed to attend.
- 09/92 Highways Matters**
- 09/92.1 Due to cuts and shortage of money not much help can be provided by HDC or CCC. Potholes will only be filled if they are more than 40mm deep.
- 09/92.2 A historic milestone at Bell Lane needs to be re-instated as I was damaged by a vehicle. Cllr **DS** will approach the person concerned.
- 09/93 A1 Matters**
- 09/93.1 A1 Safety Advisory Group Meeting is set for 28 Sep 16, 3 parish Cllrs are attending the meeting. Report to the next PC meeting in Oct.
- 09/94 Play Area & Playing Field**
- 09/94.1 Village Tidy up was a successful event. Re-painted playground equipment looks very nice now. Thank you to Cllr **ID** for arranging the Village Tidy up and everyone who came to help. A question was raised re: Cabin on PF which might need painting too, but members felt that it is a teenagers' place and would not like to interfere much unless are asked to.
- 09/94.2 Playing Field – hedge cutting, Clerk to obtain a quotation from HDC.
- 09/94.3 Request for additional fencing at Playing Field was brought to PC's attention by parishioner Geraldine Smith in order to make the field safe for residents' dogs to be exercised off the lead in the playing field. This matter was already discussed recently with various Parish Councillors and some other residents. A few residents have offered to make a donation towards the cost of this. Also some residents have offered manual assistance with the work. Sketched plan was passed to Chairman. Members were concerned that the area will become not only a dog exercising area but also dog poo area. And PF is the facility built for the whole village. It is full size football pitch/field. Another area was discussed - Car park area to be an option? Or Waste land section which is rented, it is 25m wide, nice area for dogs. But would be difficult to fence it.
- 09/94.4 Clerk to speak to HDC dog warden re: a nominated dog exercise area. In theory it is a nice idea but there are other safety options, also insurance issues. Members asked Mrs Smith to talk to the villagers and see what support parishioner gets.
- 09/94.5 Play area: Playground inspection is due for annual Safety Inspection by Wicksteed Ltd. Clerk to confirm with Wicksteed and provide contact details of Cllr **ID** (who would meet the Inspector on site).
Note since meeting: Clerk confirmed the inspection with Wicksteed Ltd.
- 09/95 Village Hall**
- 09/95.1 Mrs A Saward, Village Hall Committee Chairman, sent a report prior to the PC meeting expressing a big thank you to everyone that made the Village Fayre such a success and the £801.53 which was raised for the VH fund.
- 09/95.2 PC members expressed thank you to Mrs A Saward for the fantastic job she's done.
- 09/95.3 Village Hall Committee Chairman also asked PC's opinion on the commemoration coins – what to do with the remainder coins? Mrs A Saward has put a piece in the Quartet for this month so may get a few more takers but have also been approached by several villagers who would like to buy for the grandchildren.
- 09/95.3.1 PC members discussed the matter and agreed to try to deliver the remainder coins to the families with children under 16. Cllr **SM** volunteered to get a list from Village hall Committee chairman and check who did not come to collect the coins.
- 09/96 Village Matters**
- Village Maintenance: Grass cutting, Ditch Clearing, Road sweeping and Drain clearing
- 09/96.1 A letter from resident from Lees Lane received re: grass cutting at the top of Lees Lane – the A1 end. As it is CCC responsibility Cllr **DS** will report to CCC.
- 09/96.2 Ditch at Rectory Lane needs clearing. Cllrs **AM**, **DS** and **AK** will investigate before the next PC meeting and report back to PC with a proposal.

Signed for and on behalf of Southoe & Midloe Parish Council...  2016
CHAIRMAN

- 09/96.3 General Village Aesthetics – Members agreed that all residents in the village should get a letter from PC re: general village aesthetics. Cllr **SM** to identify problems and draft a letter for PC's approval to be delivered to every household.
- 09/96.4 Village Footpaths: Cllr **ID** emailed CCC re: footpaths which were overgrown and later on ploughed up, and in parts, inaccessible for the public, photos were attached and sent his report to Parish Council:
- Complaint sent to CCC on 21st August, confirmation received back with ref #00254814 stating a response would be issued within 15 working days i.e. due by 12th Sept.
 - HDC Cllr Terry Hayward agreed to meet up with Cllr **ID** on 23rd August and they took a look at the footpath. HDC Cllr's opinion was that the footpath was passable but suggested that PC continue to push CCC for an answer. Cllr **AM** was asked and agreed to approach the farmer to express PC's concerns.
 - Cllr **ID** thinks the farmer has ploughed over onto the footpath in one area and so walkers have had to make a new path on their field. The existing path is also not wide enough and, as it was seen earlier in the year, the rape seed crop grew right over and covered the path so that it was totally inaccessible. The path should be 1.5 meters wide (it isn't), it should be left even wider if rape seed is being grown (it was not recently) and the path must NOT be ploughed (it was recently).
- 09/97**
09/97.1 **Streetlighting**
PC Members and Clerk looked through various resources to find out how the payment for electricity has been missed since 2014. Last payment for streetlighting made to CCC in 2014 Nov for £321.50. Cllr **AM** is going to follow that up as PC now has the reference no (NPAN).
- 09/98**
09/98.1 **Church & Burial Matters – Grant Book to purchase, checklist for burials interments and ashes**
Grant of Exclusive Rights of Burial book is £98.23 + VAT (for 100 entries), otherwise if Southoe & Midloe PC name is printed on each page it rises to £298.00 + VAT. Clerk holds the contact details for Shaw & Sons Ltd which are the suppliers. Link and info was circulated to members prior to the meeting.
- 09/98.2 Clerk to wait till instructed to purchase the book. Members decided to meet before Oct PC and come up with proposal.
- 09/98.3 The receipt of 2 chqs (transfer of burial rights £60 and Interment fee £90) re: late Maud Manthei. Clerk to bank the chqs. Another bank transfer of £150.00, to check to which burial this applies.
- 09/99**
09/99.1 **To Note the Outcome re: Dangerous Wall – the wall repaired.**
Repaired by the owner.
- 09/100**
09/100.1 **Correspondence**
Item No 9: CCC Cllr report, to forward to Cllr AK again.
- 09/100.2 Item No 7: HDC letter re: grass cutting, hard copy received by post, noted by Cllrs at the meeting.
- 09/100.3 Item No 17: Electoral Review of Cambridgeshire: Final Recommendations, to circulate.
- 09/101**
09/101.1 **Councillors Questions**
There were no Cllr questions.
- 09/101.2 Budget Preliminaries for the Oct PC Agenda.
- 09/102**
Date of the Next Meeting: Wed 5 Oct 16 at 7.30 at the Village Hall
- Meeting finished at 21.44pm
- These minutes are considered draft until ratified at the Parish Council meeting*

Signed for and on behalf of Southoe & Midloe Parish Council.....*Richard S. S.*.....2016
CHAIRMAN